

Mailer Information	Permit Holder's Name and Address, and Email Address If Any		Telephone	Name and Address of Mailing Agent (If other than permit holder)		Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder)	
	CAPS Cust. Ref. ID _____			Dun & Bradstreet No. _____			Dun & Bradstreet No. _____	
Mailing Info.	Post Office of Mailing	Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Parcels	Mailing Date	Federal Agency Cost Code		Statement Seq. No.	Number of Containers	
	Permit No.		Weight of a Single Piece _____ pounds		Total Pieces			
	Separation Method: All pieces must be separated by zone when presented for acceptance unless all the pieces are in a weight category for which the rate does not vary by zone (5 pounds or less) or the postage is reported under an MMS.					Total Weight		

Zone	Number of Pieces	x	Rate	Totals
Unzoned (Up to 5 pounds)				
Local, 1, 2, & 3				
4				
5				
6				
7				
8				
Pieces from Standard Mail				
Totals				
For Special Services and Other Fees		Total From Attached Form 3540-S		
Postmaster: Report total postage in AIC 240.		Total Postage (Add two lines above) ➡		

Certification	<p>The signature of a mailer certifies that he or she will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that he or she is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)</p> <p>I hereby certify that all information furnished on this form is accurate, truthful, and complete; that the material presented qualifies for the rates of postage claimed; and that this mailing does not contain any hazardous materials prohibited by postal regulations.</p> <p>I understand that anyone who furnishes false or misleading information on this form or who omits material information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).</p>	
	Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)	
	Telephone	

USPS Use Only	Weight of a Single Piece _____ pounds		Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Total Pieces		If "Yes," Reason		
	Total Weight				
	Total Postage				
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation; and (3) proper completion of postage statement.				
	Date Mailer Notified		Contact	By (Initials)	
	Verifying Employee's Signature		Verifying Employee's Name		Time AM PM

Round Stamp (Required)